

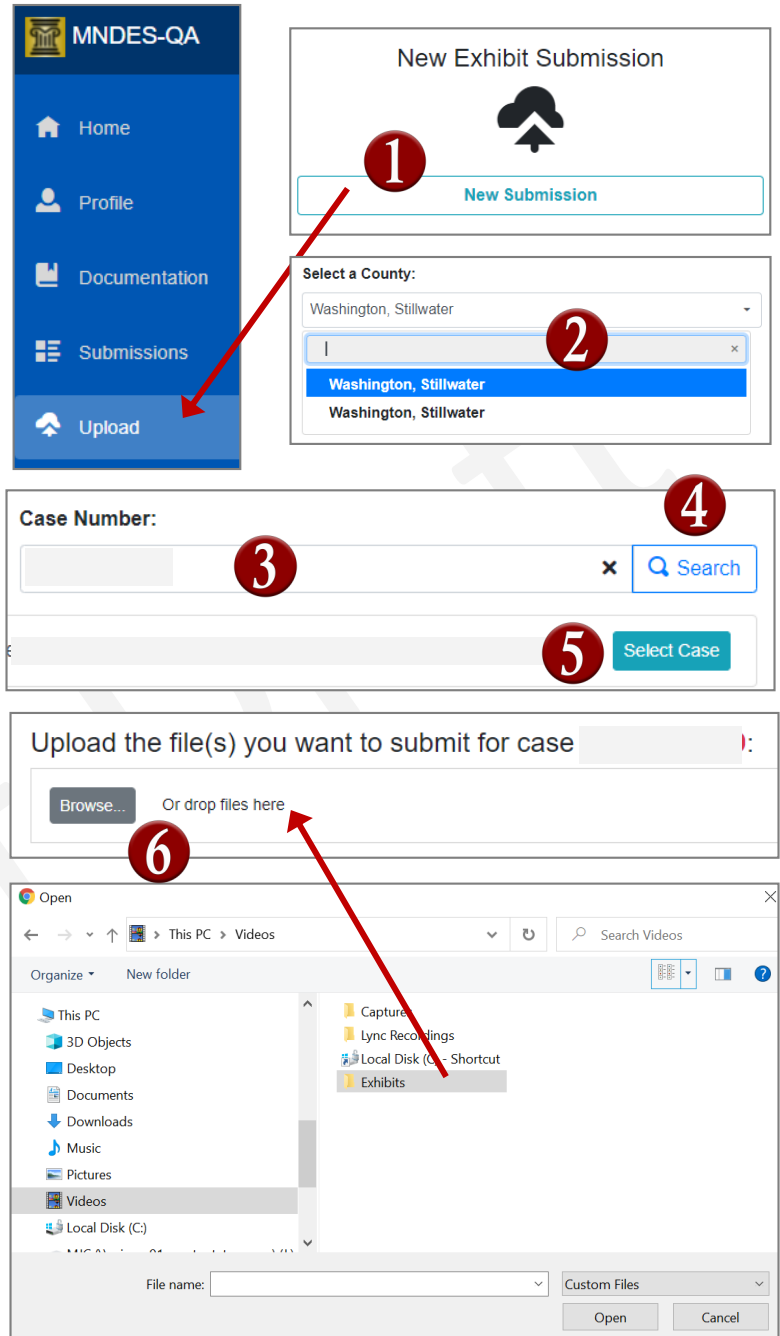
Uploading and Managing Exhibits

Upload an exhibit

1. From the Home page, click **New Submission** or click **Upload** from the blue navigation pane.
2. The county/counties you set up in your profile will appear in the county dropdown. Select the **County** where you are submitting an exhibit.
3. Enter the **Case Number** where you are submitting an exhibit.
4. Click **Search**.

i If a case is marked as Confidential, the case title information will not be displayed. However you can still upload exhibits to the case.

5. Once a valid case has been located click **Select Case**.
6. Drag and drop exhibit files from your local or shared drive or click **Browse** to find the files.



The screenshot shows the MNDES-QA New Exhibit Submission interface. It includes a blue navigation pane on the left with options: Home, Profile, Documentation, Submissions, and Upload. The main content area has a 'New Exhibit Submission' header with a cloud upload icon. Below this is a 'New Submission' button (callout 1). A 'Select a County:' dropdown menu is shown with 'Washington, Stillwater' selected (callout 2). A 'Case Number:' input field is present (callout 3), followed by a 'Search' button (callout 4). Below the search field is a 'Select Case' button (callout 5). The bottom section is titled 'Upload the file(s) you want to submit for case [Case Number]:' and contains a 'Browse...' button (callout 6) and a text area 'Or drop files here'. A red arrow points from the 'Browse...' button to a Windows File Explorer window showing the 'Videos' folder, where a folder named 'Exhibits' is highlighted.

Uploading and Managing Exhibits



7. Complete exhibit details:

- Change the **Exhibit Name**, to make corrections or if you'd like it to be more descriptive.
- If the judicial officer has ordered a specific numbering scheme you may type it in the **Exhibit Number** field, but this is not required.



Once an exhibit is offered, an official exhibit number will be assigned to the exhibit; however, the exhibit number will not display in the portal.

- Select the **Exhibit Type**: Document, Image, Video Recording, or Audio Recording.
- Choose if the **Exhibit is Non-Public**.
- Type any **Special Instructions**.

Repeat steps 6 and 7 if there are multiple exhibits for this case and they each will appear in separate tiles.

8. Click **Upload to Location**.

- If you uploaded the exhibit in error, click **Remove**.

7

Exhibit Name *

Exhibit A Video

a

Exhibit Number

b

Exhibit Type *

Select an exhibit type

c

Is Exhibit Non-Public?

This is a public exhibit

d

Special Instructions

e

9 Remove

8 Upload to Location

Is Exhibit Non-Public?

This is a public exhibit

Type to search

This is a public exhibit

Case is non-public (adoption, delinquency, etc.)

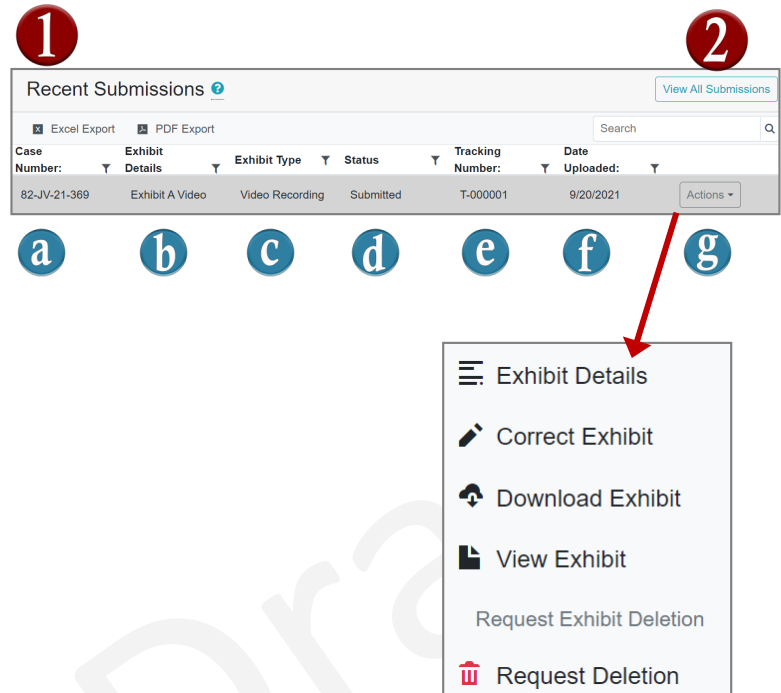
Medical record admitted in a civil commitment case

Judge issued order restricting public access to exhibit

Uploading and Managing Exhibits

View recent exhibit submissions

- From the Home page, view the last 10 exhibits submitted through the portal along with the following identifying information:
 - Case Number:** Shows which case file in which the exhibit was uploaded.
 - Exhibit Details:** Shows the name given to the file at the time of upload.
 - Exhibit Type:** Shows the exhibit type selected at the time of upload.
 - Exhibit Status:** Shows which exhibits have been submitted and which have been offered.
 - Tracking Number:** Shows the number the system has assigned to the exhibit at the time of upload.
 - Date Uploaded:** The date that the exhibit was uploaded into the system.
 - Actions:** Provides additional information about the exhibit as well as the ability to modify exhibit information.
- Click **View All Submissions** to all exhibits you have submitted in MNDES.



1 **2**

Case Number	Exhibit Details	Exhibit Type	Status	Tracking Number	Date Uploaded	Actions
82-JV-21-369	Exhibit A Video	Video Recording	Submitted	T-000001	9/20/2021	<ul style="list-style-type: none"> Exhibit Details Correct Exhibit Download Exhibit View Exhibit Request Exhibit Deletion Request Deletion

a **b** **c** **d** **e** **f** **g**

Uploading and Managing Exhibits



Update exhibit information

1. From the Recent Submission screen, click **Actions**.

- a. **Exhibit Details:** Shows system generated information, details you entered when the exhibit was loaded, and processing history.
- b. **Correct Exhibit:** Allows for the following updates, provided the exhibit has not been offered: Exhibit Description, Exhibit Type, Non-Public status and/or Special Instructions.



If an exhibit is changed from non-public to public, the portal will show this change; however, the document will still not be available for download.

- c. **Download Exhibit:** Allows you to download a copy of the exhibit to your workstation.



Exhibits for confidential cases or those that are marked as Non-Public will not be available for download from the MNDES portal.

- d. **View Exhibit:** Allows you to view audio, video, PDF, text, and image file formats directly from the portal without needing to download the exhibit. If an exhibit has been uploaded with an unsupported file format, the MNDES portal will direct them to download the exhibit to view it.

Recent Submissions ?							View All Submissions
Excel Export		PDF Export		Search			Q
Case Number:	Exhibit Details	Exhibit Type	Status	Tracking Number:	Date Uploaded:	Actions	
82-JV-21-369	Exhibit A Video	Video Recording	Submitted	T-000001	9/20/2021		

1

a

Exhibit Details

b

Correct Exhibit

c

Download Exhibit

d

View Exhibit

Request Exhibit Deletion

Request Deletion

Uploading and Managing Exhibits



Request exhibit deletion

1. From the Recent Submission screen, click **Actions**.
2. Click **Request Deletion**.
3. Select the **Deletion Reason**.
4. Enter any **Special Instructions**.
5. Click **Send**.

i The deletion request is sent to the county associated with the case. The court reviews each request and if an exhibit is deleted, the exhibit's status will be updated to Deleted.

If a request is denied, the submitter will receive an email notification about the request denial.

Users will not be able to submit an additional Deletion Request while the court is reviewing the request. The Request Delete button is disabled when the status is Deletion Request Pending.

Recent Submissions [View All Submissions](#)

Excel Export PDF Export Search

Case Number:	Exhibit Details	Exhibit Type	Status	Tracking Number:	Date Uploaded:	Actions
82-JV-21-369	Exhibit A Video	Video Recording	Submitted	T-000001	9/20/2021	Actions

1

- Exhibit Details
- Correct Exhibit
- Download Exhibit
- View Exhibit
- Request Exhibit Deletion
- 2** Request Deletion

Send Request to County:

Exhibit Description:
Exhibit A Video

Case Number:

Deletion Reason **3**

Select a reason

Select a reason

Wrong case

Wrong exhibit attached

Other

Special Instructions: **4**

0 / 250

5

Cancel Send